

NSK and NCC OSHC Records Retention Policy

Purpose:	The purpose of this policy is ensure the appropriate storage of relevant records and other documents	
Scope:	Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Approved	Supersedes: NSK Record Keeping and Retention Policy and NCC OSHC Privacy
Authorised by:	NSK and NCC OSHC Board	Date of Authorisation: 13 Jun 2018
References:	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2011: Regulations 170, 171, 172, 177, 180, 181, 183, 184 • National Quality Standard: Quality Area 7 – Standard 7.3.1 	
Review Date:	Every 2 years	Next Review Date: 2020
Policy Owner:	Emma Thomas and Rachel Moore	

Policy Statement

Records to be kept

In line with the *Education and Care Services National Regulations 2011*, Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure that records and documents as detailed below are stored in a safe and secure place:

- The documentation of child assessments or evaluations for delivery of the educational program;
- An incident, injury, trauma and illness record;
- A medication record;
- A staff record;
- A record of volunteers and students;
- The records of the responsible person at the service;
- A record of educators working directly with children;
- A record of access to early childhood teachers;
- A children’s attendance record;
- Child enrolment records;
- A record of the service’s compliance with legislation; and
- A record of certified supervisors placed in day to day charge of the education and care service.

Retention of records

The records will be kept for the following periods:

- If the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the service, until the child is aged 25 years;
- If the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the service, until the child is aged 25 years;
- If the record relates to the death of a child while being educated and cared for by the service or that may have occurred as a result of an incident while being educated and cared for, until the end of 7 years after the death;
- In the case of any other record relating to a child enrolled at the service, until the end of 3 years after the last date on which the child was educated and cared for by the service;
- If the record relates to the approved provider, until the end of 3 years after the last date on which the approved provider operated the service;
- If the record relates to the nominated supervisor or staff member of the service, until the end of 3 years after the last date on which the nominated supervisor or staff member provided education and care on behalf of the service; and
- In case of any other record, until the end of 3 years after the date on which the record was made.

Confidentiality of records

Records will be kept confidentially in a locked filing cabinet or a locked cupboard.

Transferring records

If service approval is transferred under legislation, the Next Steps Kindy and Northside Christian College Outside School Hours Care will transfer the relevant documents relating to children currently enrolled with the service to the receiving approved provider on the date that the transfer takes effect. This is subject to the parent of a child first consenting to that transfer.

Insurance records

Next Steps Kindy and Northside Christian College Outside School Hours Care will keep evidence of the current prescribed insurance at the premises and will make the evidence available for inspection by Early Childhood Education and Care or an authorised officer when required.

Responsibilities

Next Steps Kindy and Northside Christian College Outside School Hours Care

Next Steps Kindy and Northside Christian College Outside School Hours Care has the following role and responsibilities:

- Ensure that appropriate records are kept;
- Ensure that records are kept for the appropriate period;
- Ensure that records are transferred as appropriate; and
- Ensure that evidence of insurance is kept and made available as required.

Compliance and Monitoring

In line with the *Education and Care Service National Regulations 2011*, Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure that:

- Copies of this policy and any related procedures are readily accessible to and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.